



Protocol for Vaccine Administration			
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Division:	All		

PURPOSE

Public Health Nurses and other professionals working for the Vermont Department of Health who are licensed to administer immunizations in Vermont will safely administer immunizations according to current department medical orders, adhering to practice standards and CDC recommendations.

PROCEDURE

Before administering vaccinations, staff should review CDC's You Call the Shots-Module Eighteen- Vaccine Administration (e-Learn) found at <https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp>

A. Assessment

1. Consult Vermont's Immunization Registry to verify if immunization record of the individual is available. Also request an official immunization record from the client/parent/guardian. An official record is one that is on provider letterhead or printed from Vermont's or another jurisdiction's immunization registry.
2. Assess needed immunization using the CDC immunization schedules and the client's immunization record. When parents/clients want a delayed schedule, it is not the role of the program or PHN to prioritize outside of the recommendations. Consider the needed vaccinations and plan to give each that is accepted as early as possible considering minimum intervals.
3. Consult the appropriate Standing Medical Orders for the vaccinations to be given. Medical Orders can be found at <https://vermontgov.sharepoint.com/sites/AHS-VDH-HAN/EmPrep/EOP/Pages/default.aspx> *When vaccinating with combination vaccine brands, follow the standing orders for the individual antigens.*
4. Consult ACIP - CDC guidance for the ages and intervals for the individual antigens within the combination as well as the ages for which the specific brand is licensed. Adhere to ACIP recommendations whenever there is a conflict between FDA approval (package insert) and the expert guidance provided in ACIP recommendations.
5. Become familiar with the Emergency Care/Management of Vaccine and Clinical Reactions Guidelines found in the Clinical Procedure Manual at

<https://vermontgov.sharepoint.com/sites/AHS-VDH-HAN/EmPrep/EOP/Pages/default.aspx>

6. When a parent/guardian will be absent and the client is under 18 years of age, please have the parent /guardian
 - provide a phone number where they can be reached at the time of the immunization
 - complete the screening forms and review the VIS for vaccines that will be administered
 - complete the VDH Immunization Consent form
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 - make sure all of the completed forms are brought to the appointment
 - make sure the parent/guardian or adult receives, understands and signs a copy of the AHS Notice of Privacy Form found on the HIVE.

B. Preparation & Verification

1. Read the department medical order for each vaccination to be administered.
2. Review Immunization Precautions and Contraindications found at <http://www.immunize.org/catg.d/p3072a.pdf> for children and <http://www.immunize.org/catg.d/p3072.pdf> for adults.
3. Know how to use comforting techniques for children receiving immunizations. Information for review can be found at <https://www.cdc.gov/vaccines/parents/tools/holds-factsheet.pdf>
<https://www.cdc.gov/vaccines/parents/tools/tips-factsheet.pdf>
4. Prepare the clinic area prior to immunization appointment. Use bleach solution to clean hard surfaces. Prepare work area and waste disposal for sharps and any hazardous waste.
5. Assure there is access to a phone should you need to call for help.
6. Review epinephrine indications, instructions for use, and assure that no products have expired.
7. Read the vaccine package insert for vaccine specific information. Be aware that CDC guidance takes precedence if guidance in the package insert conflicts with the guidance from CDC/ACIP.
8. Print the Vaccine Immunization Record (VAR) to be used. Review the form for familiarity with the information needed.
9. Introduce yourself and review the procedure to be done, including the steps you will take and which vaccines you will give.

10. Verify the identity of the client and the parent/guardian if needed.
11. Assess if the client will need privacy for the immunization and provide it when possible.
12. Collect, review and hold on to screening form. Use the Immunization Action Coalitions [screening checklist for contradictions to vaccines for adults](#) or the [screening checklist for contraindications to vaccines for children and teens](#) as applicable. If district offices are holding a clinic for a specific immunization it is permissible to highlight only those sections of the screening form relevant for that immunization and ask only those questions. During emergency events vaccination clinics or infectious disease outbreak clinics, specific information screening forms to be used will be communicated.
13. Collect signed AHS Notice of Privacy Practice form and for minors a signed consent form.
14. Review all the forms collected for completeness and any contraindications for vaccines to be given including latex.
15. Review the immunizations due at this visit. Gather the client's weight and age. Give the client or parent/guardian current vaccine-appropriate Vaccine Information Statement (VIS) in the language they prefer (if available).
16. Review the epinephrine administration order and instructions based on client's weight. Using the weight given think about dose of epinephrine that would be needed for this client. Keep the epinephrine kit in an easily accessible place in the clinic room, out of view and reach of clients.
17. Review risks and benefits, possible reactions and site aftercare recommendations. <http://www.immunize.org/catg.d/p4015.pdf>

C. Administration

1. Prepare the equipment needed to administer the immunization. This includes but is not limited to:
 - Soap and water
 - Hand sanitizer if no soap and running water
 - Correct size syringe and needle when injecting
 - Isopropyl alcohol prep pads
 - Gloves (if needed)
 - Bandages
 - Gauze
 - Sharps container
 - Vaccine
 - Diluent (as needed)
 - Epinephrine kit
2. Verify the client's identity again and explain how the immunization will be administered.

3. Ask if client has any questions or concerns about the vaccine they are going to receive.
4. Determine the site the immunization will be given.
5. Have the client be seated or reclining during the immunization. If client is a minor review how parent should hold and comfort the child during the immunization.
6. Before vaccination, the client should remove any food or gum in their mouth.
7. Perform appropriate hand hygiene and/or don gloves.
8. Prepare the site for immunization
9. Prepare vaccine for immunization follow the guidance provided in the CDC vaccine administration training, “You Call the Shots” Module 18.
<https://www2.cdc.gov/vaccines/ed/vaxadmin/va/ce.asp> Make sure the to check the vaccination expiration date.
10. Administer vaccine using appropriate technique for the immunization being given.
11. Appropriately dispose of the syringe, vial and other medical waste.
12. Apply bandage as necessary.
13. Perform appropriate hand hygiene.
14. Document the immunization on the VAR appropriately and offer a copy to the client and/or parent/guardian.
15. Answer any additional questions from the client, refer them to the VIS as needed and review next immunization if needed.
16. Clean up the area used for the immunizations including cleaning all hard surfaces with bleach solution.
17. Appropriately document immunization in Vermont’s Immunization Registry.
18. Hold on to and file VAR, screening form and AHS Notice of Privacy Practice signature page.